

SECRET

IPC - Organ. + Mgmt

DRAFT

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Management Policy Govern<sup>ing</sup>ment Automatic  
Data Processing

1. There seemed to me to be a clear consensus at our meeting of 20 August on automatic data processing that we need not consider major organizational changes at this time as a solution to our information handling problems. I gathered from views expressed at the meeting that the continued existence of multiple ADP centers may be necessary and perhaps even desirable.

2. I share the view that a general reorganization is not in order, certainly not at this time. I also share the notion expressed at the meeting that it is desirable to keep as close a relationship as possible between the analyst and the files and data sources with which he works.

3. If we are not to centralize management of all the Agency's ADP activities, however, it seems to me especially important for all supervisors and ADP managers to coordinate fully at the Executive Director-Comptroller level all ADP plans and programs which are of interest to other Agency components or which may affect over-all Agency management. The means for accomplishing this already exist in the Information Processing Coordinator mechanism under the Executive Director-Comptroller, and I gathered from the meeting that this machinery could stand strengthening. An instruction to this end will be issued shortly.

DRAFT

SECRET

downgrading and  
declassification

~~SECRET~~

**DRAFT**

4. The IPC group should undertake, it seems to me, not only to exchange information about Directorate plans and programs, but also to isolate, define, and propose solutions to problems of mutual or joint concern which may arise in the information processing field. One such problem, for instance, is the question of training adequate numbers of people in the use of ADP equipment and of assuring attractive career opportunities for them. There are also managerial, functional, financial, and space problems, as well as problems of adjustment to new technology, problems involving the optimum use of equipment, problems of time-sharing, security, and so forth. I want problems of this sort fully discussed through the IPC mechanism, and I will expect that Colonel White will be kept fully informed by this group of all significant ADP management plans, problems, and activities.

**DRAFT**

Richard Helms  
Director

cc: D/DCI/NIPE

Distribution:

Orig & 3 - Addressees

- 1 - cc as above
- 1 - DDCI
- 1 - ExDir
- 1 - ER
- 1 - PPB Subj (IPS)
- 1 - PPB Reading
- 1 - CCS
- 1 - IPS Chrono

25X1A IPS/O/PPB/[REDACTED]/hg (25 Aug 69)

**DRAFT**

~~SECRET~~

**SECRET**

DRAFT 8/26/69

"INSTRUCTION"

The following general principles should guide the Directorates and the Information Processing Coordinators in assisting the ExDir to strengthen the coordination and management guidance of information processing activities within the Agency:

1. Proposals for new or amended projects, contracts, or other actions related to automatic data processing costing \$200,000 or more over any three-year period -- whether or not contained in previous program or budget plans -- are to be submitted through the Information Processing Staff (IP Staff), O/PPB to the ExDir for approval.

Such proposal should include the Agency objective served, function to be performed, organizations involved, reasons the recommended action is deemed necessary, possible alternatives, compatibility considerations, costs and relevant schedules.

2. Proposals to acquire any computer (Central Processing Unit) by rent or purchase, irrespective of dollar level and whether

**SECRET**

SECRET

or not included in previous plans, are to be submitted through the IP Staff to the ExDir for approval.

Such proposal should include the Agency objective served, functions to be supported or performed by the computer, reasons for selecting the particular machine recommended, feasible alternatives, organizations involved, compatibility considerations, costs and relevant schedules.

3. The ExDir should be informed of other matters of common concern or especial significance relating to CIA's information processing activities. At his discretion, the ExDir may request that certain of these matters be submitted for his approval.


Matters concerning information processing of interest to the ExDir include, for example, training, career development, security provisions -- including secure communications for computer-processed data, organizational impacts, space requirements, liaison proposals or agreements, and major operational and technical developments.

SECRET

**SECRET**

4. The Information Processing Coordinators (IPC) Group should undertake not only to exchange information about Directorate plans and programs but also to identify, analyze, and propose solutions to problems of mutual concern which may arise in our information processing activities. Staff support to the IPC Group will be provided by the CIA Information Processing Staff. Specialists from other components of the Agency will be called upon as necessary to assist the IPC group in carrying out its responsibilities.

**SECRET**

<div style="display: flex; justify-content: space-between;"> <span>UNCLASSIFIED</span> <span>CONFIDENTIAL</span> <span><input checked="" type="checkbox"/> SECRET</span> </div>			
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	IP Coordinator/DD/S	27 AUG 1969	
2	Rm. 710, Mag.		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  <p>Attached is a draft memo to the DDs for DCI's signature which Colonel White (with minor modifications) proposes to try out on the Dir.</p> <p>Attached also is a draft "instruction" alluded to in the memo and on which I promised to consult with you before we moved forward with it. Please add, subtract, revise, rewrite, or approve as you see fit and return to me in the next few days.</p> <div style="text-align: center;">  </div>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C/IPS/O/PPB, 6 E 08			6194
			26 Aug 69
<div style="display: flex; justify-content: space-between;"> <span>UNCLASSIFIED</span> <span>CONFIDENTIAL</span> <span><input checked="" type="checkbox"/> SECRET</span> </div>			